

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

**CLASSIFICATION: SUPERVISING ENVIRONMENTAL PLANNER**

**POSITION TITLE: OFFICE CHIEF**

**SALARY: \$6779 - \$7474**

**LOCATION: DISTRICT 8 – SAN BERNARDINO**

**FINAL FILING DATE: AUGUST 4, 2009**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Deputy District Director of Environmental Planning, the Supervising Environmental Planner is responsible for managing the work of a multidisciplinary staff conducting comprehensive environmental studies, preparing environmental documents for transportation projects, reviewing locally prepared environmental documents, obtaining environmental permits, and monitoring construction projects for compliance with mitigation monitoring plans and permit conditions. The incumbent maintains a proactive relationship with Local Agencies to prevent project delays during the environmental process. Responsibilities include, but are not limited to:

- Ensures environmental compliance of all Caltrans projects by considering all environmental concerns, evaluating feasible alternatives, and providing mitigation (including enhancements) where appropriate.
- Prepares and reviews technical studies related to air, noise, water, energy, seismic, housing, historic, hazardous materials, archaeology, socio-economic, etc., either within the Division, by other divisions, or by consultants.
- Organizes and staffing, project management, budgets and fiscal management, training, employee relations and other miscellaneous management activities.
- Serves as proactive contact and coordinates with federal, state and local agencies relative to

---

**SUPERVISING ENVIRONMENTAL PLANNER  
JX10 - 4719 - 9MSP19**

---

**FINAL FILING DATE: AUGUST 4, 2009  
BULLETIN RELEASE: JULY 14, 2009  
DEPARTMENT OF TRANSPORTATION**

- environmental matters and securing necessary approvals and permits.
- Reviews and clears environmental documents for local agency projects administered by the state, coordinates and reviews work performed by others on state transportation facilities.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

#### **Or II**

**Experience:** Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; Department's equal employment opportunity objectives; a manager's role on safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives; methods of planning, organizing, directing and controlling major statewide differences in, and use of, multimodal forms of transportation considering various environmental factors.

**Ability to:** Coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the Department's equal employment opportunity objectives; supervise and direct the activities of others; participate as a witness in local hearings.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of and experience with applying federal and state environmental regulations and laws, such as the National Environmental Policy Act and the California Environmental Quality Act, for projects on and off the State Highway System.
- Demonstrated knowledge of organizational and policy issues facing the Department, Metropolitan Planning Organizations, and local agencies.
- Demonstrated knowledge of project development procedures and environmental analysis requirements relating to the planning, design and operations/maintenance of transportation facilities.
- Demonstrated ability to direct a unit in carrying out various environmental planning activities including preparation of comprehensive reports.

- Demonstrated ability to provide imaginative and creative leadership in the area of environmental planning, assessment methods, and mitigation techniques.
- Demonstrated ability to write clearly and utilize verbal communication skills necessary to collect and convey data and information, and to establish and maintain cooperative relationships with department staff and external agencies.
- Demonstrated ability to supervise and direct activities of others.
- Demonstrated understanding of the manager's role in safety, personnel management, labor relations, and the Department's Equal Employment Opportunity objectives.
- Demonstrated ability to work with multi-disciplinary teams as an effective leader and participant.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP19**.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **August 4, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (9MSP19)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*